



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

DIVISION CHIEF, AGING PROGRAMS

Class No. 000329

■ CLASSIFICATION PURPOSE

To plan, direct, and organize the activities of an assigned division within Aging and Independence Services (AIS) of the Health and Human Services Agency (HHSA); to provide a coordinated system of services for the elderly or other persons in a frail health condition; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is an unclassified management class allocated only to the Health and Human Services Agency (HHSA). Under administrative direction, have significant responsibility for formulating AIS policy and managing the overall activities of either the Long-Term Care Division or Planning and Program Development Division. Incumbents report to the Director, Area Agency on Aging.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, directs, organizes, coordinates, and evaluates the activities of an assigned division.
2. Directs the development, implementation and evaluation of Agency policies, plans, programs and recommends appropriate changes.
3. Provides technical assistance to staff related to Federal, State, and County laws and policies.
4. Directs the preparation of annual reports, projects, divisional plans, and need assessments.
5. Prepares executive level reports and correspondence.
6. Directs the planning and implementation of divisional program goals and objectives.
7. Directs the contract negotiation and monitoring activities for senior care and health care services.
8. Monitors, controls, and evaluates the performance of Agency contracts to ensure program effectiveness.
9. Reviews and implements new or revised legislation governing health and personal care services to the elderly and frail individuals.
10. Ensures that departmental programs and services comply with Federal, State, and local laws and regulations.
11. Directs the preparation of the divisional budget and monitors revenues and expenditures.
12. Conducts fiscal analyses and prepares cost projections.
13. Identifies operational problems and formulates appropriate solutions.
14. Acts as liaison with other public and private agencies and provides information to the media, public, citizen or community groups, and agency representatives on departmental activities.
15. Coordinates activities and services with County departments, Agency representatives, and the public.
16. Develops and directs collaborative relationships, programs, and activities with contractors and public and private agencies.
17. Performs special studies and projects as assigned by the Director, Area Agency on Aging.

18. Makes presentations to the Board of Supervisors and other legislative authorities.
19. May act as in the absence of the Director, Area Agency on Aging.
20. Supervises subordinate staff.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- The Older Americans Act and other laws or regulations that govern long-term health care.
- Policy and procedure development and implementation related to divisional programs
- Community resources used to provide a variety of services to seniors and frail adults.
- The aging process and special needs of the elderly, AIDS patients, and adults with physical or mental disabilities.
- Contract administration and negotiation.
- Principles of budget development and monitoring.
- Federal, State, and local laws and regulations related to health and personal care services to the elderly and frail individuals.
- Principles and practices of supervision, training, and general administration.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, organize, direct, and evaluate the overall activities of divisional staff involved in providing health care services.
- Establish and implement policies, procedures and programs related to senior care services.
- Direct the preparation of annual reports, projects, divisional plans, and need assessments.
- Direct the planning and implementation of divisional program goals and objectives.
- Direct the contract negotiation and monitoring activities for senior care and health care services.
- Identify and resolve divisional operational problems.
- Direct the preparation of the divisional budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the division's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, clients, public, and representatives from governmental, media, and other agencies.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: five (5) years of management experience in planning, directing, and organizing the activities of staff responsible for coordinating a variety of services for the elderly or other persons in frail health condition. The possession of a master's degree in gerontology, social work, social science, or a closely related field is highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

New: July 28, 1989
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Division Chief, Aging Programs (Class No. 000329)

Union Code: UM

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